



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

April 23, 2014

Patricia and Patrice Walker
1424 Broadway Street
Iowa City, Iowa 52240

Dear Patricia & Patrice,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

This letter is in regards to the (text field) compliance check of your Level (Text field), Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) x- For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal

Reason determined out of compliance: You had a letter from the landlord about the lead-paint. Please send me a copy of the letter and ask your landlord to find out the year the home was built and pass that information on to me.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: I did not find this information for Patrice.
How to correct: Patrice needs to get a physical done and have the physician complete the Provider Health Statement form I left with you.

☐ 110.5(2) b- Certificates or training verification documentation for:

☐ 110.5(2) b- Within the first three months of registration:

☐ 110.5(2) b- Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Reason determined out of compliance: You did not have your certificates for these required trainings available for review.

How to correct: Get copies of your certificates for Infant and Child First-aid/CPR and

make sure they have not expired. If they have you need to take these trainings as soon as possible.

☐ 110.5(8) Children's Files

☐ 110.5(8)- An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) a- Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Reason determined out of compliance: I did not find this information in the files for Z, Jy, M, Isa, Isr.

How to correct: Have the parents complete and sign a child intake sheet.

☐ 110.5(8) b- Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Reason determined out of compliance: I did not find this information in the files for Z, Jy, M, Isa, Isr, S.

How to correct: Have the parents complete and sign an Emergency Medical Authorization form.

☐ 110.5(8) c- A signed medical consent from the parent authorizing emergency treatment.

Reason determined out of compliance: I did not find this information in the files for Z, Jy, M, Isa, Isr.

How to correct: Have the parents complete and sign an Emergency Medical Authorization form.

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

This item was missing in most of the children's files. Whenever a child starts in your care make sure you get a physical dated within the past 12 months for their file and always retain this in their file. You should get a health history and make sure the parents give you information about any special conditions or allergies.

☐ 110.5(8) d- For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Reason determined out of compliance: I did not find this information in any of the school aged children's files.

How to correct: When a school aged child starts in your care get a copy of a physical and have the parents sing s statement their child is in good health. I have enclosed a sample for you can use to meet this requirement.

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: I did not find this information in the files for Jy, Z, Isr, M, I, A, S, E, Jy, Z. K's needs to be signed by a doctor.

How to correct: Obtain a copy of a physical for each of these children done within the past 12 months.

☐ 110.5(8) e- For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Reason determined out of compliance: I did not find this information in the files for the school aged children.

How to correct: Have the parents give you a signed statement annually their child is in good health and free of any communicable and infectious diseases.

☐ 110.5(8) f- A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Reason determined out of compliance: I did not find this information in the files for M, C, Ja, S, Jy, Z, Isa, Isr.

How to correct: Have the parents complete the Child Intake Sheet which has a section for this information.

☐ 110.5(8) g- A signed and dated immunization certificate provided by the state department of public health.

Reason determined out of compliance: I did not find this information in the files for Z and Jy.

How to correct: The parents can get a copy of the Iowa Dept. Public Health Immunization certificate from their doctor's office.

☐ 110.5(8) h- For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Reason determined out of compliance: I did not find this information in the files for the school aged children.

How to correct: Have the parents get you a copy of a physical for these children dated since they started kindergarten.

☐ 110.5(8) i- Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Make sure you use the form you have to complete for walks to the park. You can complete one for each child for the months you walk (i.e.- April through October). Write down the approximate times you do the walks and which days during the week and to which park (s) you are going.

☐ 110.10(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "C"

☐ 110.10(3) c- If the second story or basement are used for childcare, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside. If a basement window is used as an exit, the window is openable from the inside without the use of tools.

Unable to determine until I get clarification regarding the ladder in the window well.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: June 3, 2014

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319/892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (Shannon Dostel- 563/362-8228).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).